JOB DESCRIPTION MURFREESBORO WATER AND SEWER DEPARTMENT METER READER

1. JOB TITLE: METER READER

2. **DEFINITION:** This is a semi-skilled position under the supervision of the Meter Reader/Field Service Foreman. A Meter Reader performs various customer service functions in addition to reading water meters. All employees are responsible to the Director and the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT / JOB LOCATION:

- a. The employee must be capable of operating electronic keypads, communication radios, hand tools, and vehicles.
- b. The job location is throughout the water distribution system. Work is primarily outdoors and must be performed under all weather conditions. The employee will be exposed to inclement weather. All City facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Accurately reads and records readings from meter registers manually or on an electronic meterbook.
- b. Walks much of the workday, stooping repeatedly.
- c. Enters and exits a pickup truck repeatedly while covering route.
- d. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least eighteen (18) years of age.
- b. Must possess a high school diploma or GED.
- c. Must have legal authorization to work in the United States of America.
- d. Must possess a driver's license valid in the State of Tennessee.

- e. Must consent to and pass a pre-employment drug screening.
- f. Ability to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- g. Ability to walk an average of seven (7) miles per day and perform meter reading functions on assigned routes.
- h. Ability to read water meters and record information accurately.
- i. Ability to safely drive a pickup truck.
- j. Ability to sit and stand intermittently, and to stoop and squat frequently.
- k. Ability to repeatedly enter and exit a pickup truck.
- I. Ability to read maps and to locate addresses and service areas.
- m. Physical and mental ability to work independently.
- n. Must be able to report to work on time, perform the duties of the job for eight (8) hours a day with occasional overtime required, and to work flexible hours as needed.
- o. Good human relation skills with the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- p. Temperament and good judgment to effectively deal with the public.
- q. Must maintain a neat, clean, and appropriate personal appearance.
- r. Must be able to pass physical abilities test/post offer screen for employment.

Non Exempt Safety Sensitive August 14, 2002

ESSENTIAL FUNCTIONS ADDENDUM MURFREESBORO WATER AND SEWER DEPARTMENT METER READER

Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. The meter reader reports to work at the water and sewer department. Work will be performed throughout the city riding or walking from location to location reading residential and commercial meters (or a combination of both). The employee must accurately read and record readings from meter registers manually or on an electronic meterbook. While driving the meter reader is required to enter and exit the pickup truck constantly throughout the day. Walking requires an employee to walk an average of 7-12 miles a day, with some routes as long as 17 miles. A meter reader will read approximately 500-700 meters a day, which requires him to squat approximately 350-500 times a day (depending on the route). The employees generally rotate throughout routes every five months. Many of the commercial meters are located under manhole covers, which must be manually moved for the employee to read the meter. The employee is also required to climb down in the manhole to read the meters. If there is a leak in the meter box the employee must replace the gasket or replace the meter. This requires the handling of hand tools and working in confined spaces.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the workday.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 66% of the workday.

Constantly – suggests the employee is required to perform tasks 33 or more repetitions per hour, or greater than 66% of the workday.

Lifting	<u>Rarely</u>	Occasional	<u>Frequent</u>	Constant
<20#				X
20-50#			X	
50-75#	X			
75-100#	X			
>100#	X			

Water and Sewer Department Meter Reader

Push/Pull			
< 50#			X
50-100#		X	
100-150#		X	
>150#	X		

Depending on the job duties for the day the meter reader may have to perform lifting, pushing or pulling more or less frequent basis. However, job duties may change throughout the week depending on the needs of the water and sewer department.

<u>Bending/Kneeling/Squatting</u> – These are performed constantly throughout the day. On residential routes the meter boxes are in the ground and the employee must bend, squat, or kneel down (or a combination of the 3) to open the meter box lid and read the meter.

<u>Twisting</u> – Is required constantly getting in and out of the truck, and while working in confined areas, such as manholes where space is limited.

<u>Pulling</u> – Is required constantly throughout the day pulling open residential meter lids, which requires an average of 5-12 pounds of pull force. Also required occasionally when using a pick to manually pull a manhole cover off of a manhole. A chattilon gauge was utilized to measure the pull force exerted by laborers in typical situations:

Items pulled	Pull force exerted
Different sized	76.5#
manhole covers	125#
	90#
	83#
	62.6#

Pushing – Required rarely when an employee must push a manhole cover back into place.

<u>Reaching</u> – Is required constantly throughout the day to open meter lids, move manhole covers, and ascend/descend ladders.

<u>Lifting</u> – Is required rarely if a manhole cover has a spider lid or jammed. A spider lid weighs 160#. Must lift hand tools as needed.

<u>Standing/Walking</u> – Is required constantly throughout the day. An employee walks an average of 7-12 miles on residential routes.

Sitting—Is performed frequently if the route requires the employee to drive a pickup truck.

<u>Manual Dexterity/Gripping</u> – Performed constantly pulling open meter lids, moving manhole covers, and using hand tools.

Fine Motor Control – Performed constantly when using hand held keypads.

Water and Sewer Department Meter Reader

Climbing ladders – Performed occasionally when ascending/descending ladders in the manholes.

Overhead activity – Required occasionally when climbing out of manholes.

Tools handled:

Pipe wrenches

Breaking bar

Shovel

Screwdriver

Meter stick

Buckets

Spade

Hand held computer

Work Conditions

Exposed to:

Hot temperatures

Cold temperatures

Sudden changes in temperatures

Noise

Slippery surfaces

Tight work spaces

Rain

Snow

Need physical ability for:

Hand gripping

Squatting

Bending/Crouching

Stooping

Fine motor control

Hand/Eye coordination

Pushing/Pulling

Reaching

Lifting

Climbing

Balancing

Foot control

Driving a truck

Stooping

Kneeling

Addendum February 19, 2002